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25X1 1. We do not concur in the proposal to include the Records Management Series in the same category with positions such as Personnel Assistant, Administrative Assistant, Budget Assistant, Procurement Assistant, etc. (See page 4 of proposed W [] We do not feel that the Records Management Series belongs in a "...special class of positions, administrative in nature, in which the work performed upon entrance and for a substantial period of time thereafter is comprised to a great degree of clerical and professional aid tasks" (Quoted from Paragraph (d) 1., page 6, of Annex 1 to the staff study of 15 October 1954).

2. Records management is a profession that does not carry with it the extent of clerical and procedural detail associated with assistant-type professional positions. We do not feel that the additional experience of six months at the GS-6 level is needed for an incumbent to acquire the small amount of clerical and procedural experience incidental to performing records analyst duties up through grade GS-11. The entrance qualification for the GS-5 category (training and education leading to a Bachelor's degree or the equivalent in work experience) assures that six months of specialized Agency experience in records management will qualify an incumbent for the GS-7 category.

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